

Department Orientation

Employee Kimberly Hartman New Hire or Transfer
Department C/H Psychiatry Position RN II Employee # 6820

This form must be used as a department orientation guide for the above named employee. The employee will initial each topic as it is completed.

Please return to Human Resources within 30 days of Date of Hire

Topic	Employee initials
I have attended General Orientation within 30 days of my Date of Hire	CH
I understand how to use the time and attendance clocking system (TACS)	CH
I understand how/when to complete the electronic TACS exception report	CH
I understand my unit's/department's personal items security policy (including how to use my locker if applicable and where to store my personal items)	CH
I have been shown my basic work area, restroom location and bulletin boards	CH
I understand how my work schedule (vacation, holidays, weekends) is created and where it is posted	CH
I understand the Lockout/Tagout policy if applicable	CH
I understand the Patient Safety Policy and Procedures	CH
I understand the Infection Prevention Policy and Procedures	CH
I understand Centra's Service Excellence Standards and my personal and departmental role in supporting these	CH
I have located the fire pull stations and fire extinguishers in my work area/s	CH
List nearest fire extinguisher identification number # <u>98</u>	CH
I have walked the emergency evacuation route	CH
I understand and have recited R A C E and P A S S satisfactorily	CH
I have located the emergency power receptacles in my department.	CH
I have accessed my department's online policy manuals on CentraPeople	CH
I have accessed the Material Safety Data Sheets (MSDS) on CentraPeople	CH
I have reviewed my job description/performance appraisal/competency form	CH
I understand my job-specific orientation process	CH
I understand my job's education expectations	CH
I understand my unit's/department's dress code and the dress code for training and education	CH
I have accessed the New Hire Orientation Manual on the Workforce Development website	CH
I have accessed and understand the Riskmaster and Medication Error Information Reports	CH
I have been shown the location of Personal Protective Equipment (PPE)	CH
I understand the following emergency codes and my response	CH
Code Blue	CH
Hazardous Spill	CH
Code Silver	CH
Pediatric Code Blue	CH

Code 99 (and my role when activated)	✓
Code D (and my role when activated)	✓
Code D Operation Secure	✓
List bomb threat checklist location in your department	<i>Alarmer Station</i> ✓
Code Atlas	✓
Code Adam	✓
Code MP (missing person)	✓
Code H (Condition Help for pts/families to call for immediate help, LGH/VBH/CSCH only)	✓
Trauma Alert (emergency department specific)	✓
Any facility specific codes (eg Bridges and Rivermont Schools)	✓
Code White- Southside Only	✓
Interim Life Safety Measures (ILSM), and if any are in effect for my area	✓
I understand the following HR policies, including department specific information	✓
Attendance/Absenteeism	✓
Employee Grievances	✓
Change of Employee Information	✓
Progressive Disciplinary Action	✓
Resignation/Termination	✓
On-line Variance Report (EQA) and Medication Error Information Reports	✓
Confidentiality	✓
Personal Phones/Hand-Held Computers in the Workplace	✓
Social Networking	✓
Harassment-Free Workplace	✓
Inclement Weather Policy	✓
Paid Time Off	✓
Breaks/Meal Periods	✓

My Department Director or Supervisor reviewed the above topics and answered my questions

Employee Signature



Date

9/7/14

Department Director or Supervisor Signature



Date

9-7-14

3/22/2012